SECURITY INFORMATION
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Approved For Release 1999/09/20 : CIA-RDP78-03568A000700110012-9

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : CLASSIFICATION & WAGE DIVISION
ATTN : [redacted]
FROM : [redacted] 25X1A8a

DATE: 5 January 1952

SUBJECT: Reclassification of Slots

1. It is requested that the following slots of SE Division, Executive Secretariat, be reclassified as follows:

Slot No.	Existing Title & Grade	New Title & Grade
BD 7	Mail & File Supervisor GS-305-8/9	Administrative Assistant GS-9
BD 11	Clerk-Stenographer GS-301-5	Clerk (Typing) GS-301-5

2. Slot BD 7 was originally requested as Administrative Assistant, GS-9, and a job description has been submitted justifying that title and grade.

3. Slot BD 11 originally was requested as Clerk-Typist, GS-5, but was assigned to us as Clerk-Stenographer. The duties of the position do not call for any stenographic skills, and it is felt that this position should be correctly designated as Clerk (Typing), GS-5.

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